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ABSTRACT

Intended to provide a uniform pattern for use by employers and labor representatives in setting up and operating effective apprenticeship programs for glaziers and glassworkers, guidelines are listed under the following headings: Definitions, qualifications for apprenticeship, selection of apprentices, term of apprenticeship, related instruction, ratio of apprentices to journeymen, apprenticeship agreement, probationary period, apprentices' wages, credit for previous experience, hours of work, supervision of apprentices, coordinator of apprenticeship, consultants, accident prevention, adjusting differences, work experience, certificate of completion, and modification. Guidelines are also provided for adapting the national standards to local use. These include suggestions on formation of a local joint apprenticeship committee, duties of local committees, responsibilities of apprentices, and assistance from cooperating agencies. Federal laws and regulations affecting the employment and training of apprentices are summarized. Appendix A contains work process schedules for glaziers and glassworkers, provided as examples of the type of work experience and training (stated in number of hours for various subcategories) considered necessary to develop a skilled and productive worker in the two categories. Also appended are examples of apprentice recordkeeping forms; a model affirmative action program; and a list of regional offices of the Bureau of Apprenticeship and Training. (JT)

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National Apprenticeship and Training Standards for Glaziers and Glassworkers

U.S. Department of Labor
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Employment and Training Administration
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Bureau of Apprenticeship and Training
Revised 1976

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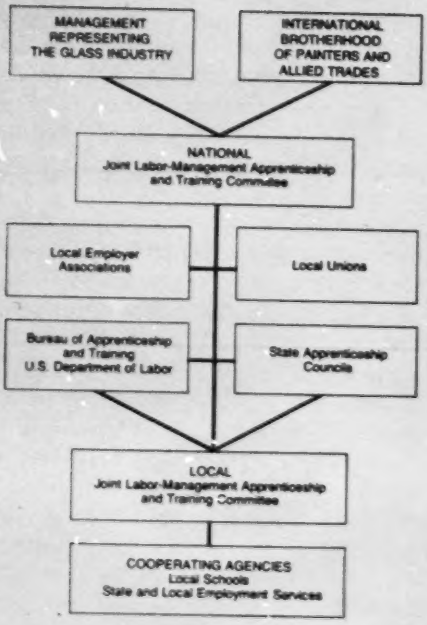
PREFACE

Set forth in this booklet is the fourth edition of these national apprenticeship and training standards, which were originally formulated and adopted in 1955. This edition was developed by the National Glaziers and Glassworkers Apprenticeship Committee in cooperation with the U.S. Department of Labor, Bureau of Apprenticeship and Training. The committee representing the glass and glazing employers and the Brotherhood of Painters and Allied Trades is established on a permanent basis.

Continuously on the alert for ways to improve training methods and procedures, representatives of employers and labor in the trade met in Washington in 1955 to originate national standards for the industry. The changing techniques and new competitive materials introduced have constantly increased the skill and technical knowledge required in the trade and the necessity for more versatile, thoroughly trained craft workers, capable of a more economical, longer lasting, and perfectly executed job.

In addition to itemizing the various provisions of the national standards, this booklet explains how the standards are applied, for the guidance of local employer and labor representatives. Among the provisions are those dealing with the selection of applicants for apprenticeship, the appointment of shop apprenticeship committees to supervise apprentices in each shop, and related instruction requirements of apprentices. Supplementing the provisions are an example of an apprentice recordkeeping form and a schedule of work processes in which to train apprentices.

It is hoped that all employers and labor representatives will take full advantage of this edition of the glaziers and glassworkers national standards and the related information presented in establishing, improving, and conducting local apprenticeship programs.


MANAGEMENT REPRESENTING THE GLASS INDUSTRY
INTERNATIONAL BROTHERHOOD OF PAINTERS AND ALLIED TRADES
NATIONAL
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State Apprenticeship Councils
LOCAL
Joint Labor-Management Apprenticeship and Training Committee
COOPERATING AGENCIES
Local Schools
State and Local Employment Services

STANDARDS JOINTLY DEVELOPED AND ADOPTED BY EMPLOYERS AND LABOR

In order that there may be continuous activity and progress in the national apprenticeship program in the glazing and glassworking trades, a National Joint Employer-Labor Apprenticeship Committee was established to serve in an advisory and promotional capacity to the industry. This national committee is made up of an equal number of representatives of the glass and glazing employers and the International Brotherhood of Painters and Allied Trades AFL-CIO. Representatives of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and of the Trade and Industrial Education Service, U.S. Office of Education, serve as consultants to the committee.

To enable young people to obtain the training necessary to equip them for the responsibilities they must assume as successors to the present generation of craft workers, the national committee has developed, for the guidance of local employers and labor groups, the national standards of apprenticeship contained in the following pages. It is through the cooperative effort and initiative of local groups that the national committee looks for ever increasing apprenticeship activities.

These national standards represent the conservative judgment of leading glaziers and glassworkers concerning the essential factors in the development of highly skilled glaziers and glassworkers. The national committee will arrange for every assistance possible to be given to the local groups in establishing practical and sound apprenticeship programs. It will review the operation of apprenticeship programs and the development of apprentice training in the industry through periodic surveys and make such recommendations as may be necessary for improving the effectiveness and completeness of the training of apprentices.

1976 NATIONAL GLAZIERS AND GLASSWORKERS JOINT APPRENTICESHIP COMMITTEE

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PROVISIONS OF STANDARDS [1]

1. Definitions

A *glazier* or *glassworker apprentice* is a person who is:

a. At least 17 years of age, except where a higher minimum age standard is otherwise fixed by law (proof of birth date will be required);
b. Employed to learn a skilled trade covered by these standards; and
c. Covered by a written agreement, hereinafter called an apprenticeship agreement, with a local glaziers and glassworkers joint apprenticeship committee, acting as agent of the employer, or with an employer with approval of the agreement by the local joint committee.

Registration agency shall mean a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, or, if no such recognized agency exists in the State, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.

2. Qualifications for Apprenticeship

Applicants for apprenticeship must be at least 17 years of age and must furnish proof of birth date. (The local joint apprenticeship and training committee will have the authority to set the maximum age limit.) All applicants shall satisfy the local joint committee that they have the ability and aptitude to master the rudiments of the trade and have sufficient education to satisfactorily complete the required hours of related theoretical instruction.

Applicants must be physically able to perform the work required of the trade and meet such other qualifications as shall be established by the local joint apprenticeship and training committee.

The minimum qualifications will be clearly identified in each local program and equally applied to all applicants.

3. Selection of Apprentices

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without

[1] Local application of these national standards in States having State apprenticeship agencies may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training and State apprenticeship agencies are available to advise on such standards.

discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable Federal law and regulations issued thereunder.

Local joint apprenticeship and training committees shall establish proper selection standards and procedures for applicants interested in glazing and glassworking apprenticeship. Application forms, appropriate interviewing techniques, and aptitude tests are essential tools of the selection process and, properly used, provide some degree of assurance that the applicant possesses qualities necessary to succeed in the trade.

Among other benefits to be derived from adequate selection procedures are:

a. Better qualified apprentices.
b. Reduction in turnover.
c. Savings in time, money, and effort in training.
d. More competent and highly skilled craft workers.

The National Glaziers and Glassworkers Joint Apprenticeship and Training Committee's model affirmative action program is presented in this volume as appendix C

4. Term of Apprenticeship

The term of apprenticeship for the glazier or glassworker trade shall be a minimum of 6,000 hours of on-the-job training and a minimum of 144 hours per year of related supplemental instruction. The term should be subdivided into six 6-month periods of 1,000 hours each.

5. Related Instruction

Apprentices shall attend related supplementary classes at local schools not less than 144 hours per year for each year of their apprenticeship, when such training is available, or the local committee shall substitute other organized trade, vocational school, or correspondence courses of equivalent value. Time spent in related instruction shall be credited to the apprenticeship term. In case of failure, without due cause, on the part of any apprentice to fulfill attendance at school or obligation to the correspondence course, the local committee shall take necessary disciplinary action.

Any agreement to pay apprentices for time spent in

related instruction shall be in conformity with existing State law, Federal wage and hour regulations, and local bargaining agreements.

Subjects recommended for study shall be:

First-year glazing:

The glazing apprenticeship and trade
- The apprenticeship system
- The history of glazing
- Safe working practices
- Laws, benefits, and services of special interest to workers

Basic mathematics
- Whole numbers
- Common fractions
- Decimal fractions
- Percentages
- Compound numbers
- Areas of circles and triangles

Tools and equipment
- Tools for measurement and layout
- Cutting tools
- Hand tools and equipment
- Power tools and equipment
- Power-actuated tool systems

Materials
- Glass and related glazing materials
- Glazing sealants

Second-year glazing

Store fronts
- Metal and glass measurements
- Door openings

Blueprint reading and sketching
- Blueprints and their use
- Elevation views
- Plan views
- Detail views
- Scales and dimensions
- Sketching

Glass processing
- Economy in selection and cutting
- Cutting
- Edgework
- Fabrication

Third-year glazing

Installation
- Window and obscure glass
- Plate glass
- Tempered glass door
- Insulating glass units
- Sliding aluminum frame door
- Store fronts
- Window wall
- Structural metalwork
- Showcase glazing
- Mirrors
- Glass replacement

Special jobs
- Special surface processes
- Aquariums
- Auto glazing
- Art glass

6. Ratio of Apprentices to Journeymen

The provision in local standards covering the ratio of apprentices to journeymen shall be worked out according to local practices as determined by the local joint apprenticeship and training committee and applicable provisions in collective bargaining agreements.

7. Apprenticeship Agreement [2]

Each apprentice shall be covered by a written apprenticeship agreement with the local joint committee, or the agreement may be between the apprentice and the employer with the approval of the local joint committee. Apprentices shall be registered with the appropriate registration agency. Each apprenticeship agreement shall contain a statement making the terms and conditions of the local trades standard a part of the agreement. For this reason, every apprentice (and if a minor, the parent or guardian) and employer will be required to read the local standards of apprenticeship before signing the agreement. The apprentice, the employer, the joint committee, and the registration agency shall each receive a copy of the signed apprenticeship agreement.

8. Probationary Period

Apprentices employed under these standards shall be subject to a tryout or probationary period, to be determined by the local joint apprenticeship and training committee, but which shall not exceed 1,000 hours of reasonably continuous employment. During the probationary period, the termination or cancellation of the apprenticeship agreement shall be made by the local joint committee at the written request of either party to the agreement. Notice of all cancellations shall be forwarded to the registration agency.

After the probationary period, the agreement may be suspended, canceled, or terminated for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action and with written notice to the apprentice and to the registration agency of the final action taken.

[2] Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staff of the State apprenticeship agency or from the Bureau of Apprenticeship and Training.

9. Apprentices' Wages

It is recommended that the schedule of wages for apprentices be established on a percentage of the prevailing local journeyman glazier or glassworker wage rate and increased each 6 months to completion of the apprenticeship. The local joint apprenticeship and training committee shall examine apprentices before each period of advancement to ascertain their satisfactory attendance and progress both in related instruction and on the job, and the degree of proficiency and quality of workmanship achieved shall determine whether advancement in grade and wages shall be approved.

10. Credit for Past Experience

The granting of advanced standing or credit for previously acquired experience in the trade shall be determined by the joint apprenticeship and training committee after careful review of the merits of each individual case, subject to review before the end of the probationary period. Apprentices who receive credit for previous experience shall be paid the wage rate for the period to which such credit advances them. All persons now employed as apprentices will be placed under these standards and given full credit for time already served.

11. Hours of Work

The hours of work for apprentices shall be the same as those for journeymen employed in the trade. Apprentices shall not be allowed to work overtime if it interferes with their attendance at related instruction classes. Apprentices absent from the services of their employers through their own fault shall make up all such time lost before being advanced to the next period of apprenticeship.

12. Supervision of Apprentices

All apprentices shall be under the direction of the local joint apprenticeship and training committee and placed under the supervision of a shop committee. A contractor or union shall designate a particular person who may be responsible for the training of apprentices on the job. With the assistance of the local joint apprenticeship and training

committee, this person shall be responsible for the apprentices' work experience and attendance at related classes and the forwarding of all recordkeeping forms as required by the joint apprenticeship and training committee.

Each apprentice shall keep accurate records of hours worked each week and submit them periodically to the local joint apprenticeship and training committee.[3]

Apprentices are encouraged to take up individual suggestions, recommendations, or problems pertaining to training with the shop committee or designated person. The apprentices shall work with a journeyman at all times.

13. Coordinator of Apprenticeship

Large programs should give consideration to appointment of a person to assist in the supervision and administration of the apprenticeship program. The coordinator should assume such duties as may be assigned and act on behalf of the local joint apprenticeship and training committee between regular meetings of the local committee to assure the effectiveness and success of the program.

14. Consultants

The committee may request interested agencies or organizations to designate a representative to serve as a consultant. Consultants will be asked to participate without vote in conferences on special problems related to apprenticeship that affect the agencies or organizations they represent.

15. Accident Prevention

Apprentices shall receive instruction on accident prevention and safe working habits during their entire term of apprenticeship, both on the job and in related instruction classes. Such instruction shall be coordinated with the actual work being performed on the job and the tools and equipment being used. Safety instruction should comply with all Federal and State laws.

[3] The joint apprenticeship and training committee shall determine from these reports and other records if apprentices have met the training requirements necessary for their advancement to the next 6-month period of apprenticeship. If it is determined that the apprentices have not met the training requirements, they may be required to continue in the probationary status or to repeat certain areas of training, or their apprenticeship agreement may be terminated by a decision of the committee.

16. Adjusting Differences

The employer and the apprentice shall have the right and privilege to appeal to the local joint apprenticeship and training committee in the event of a dispute or controversy arising over any provision of the local apprenticeship standards that cannot be satisfactorily settled between them. The local committee shall hear all parties and make such adjustments as it may consider necessary.

17. Work Experience

During their apprenticeship, apprentices shall be taught the use, care, and effective safe handling of all tools and equipment commonly used in the trade. They shall be given work experience and training in all branches of glazing and/or glasswork to assure them of the skill and proficiency typically possessed by a fully qualified and competent craft worker in the art of glazing and/or glasswork.

18. Certificate of Completion

Apprentices who complete their apprenticeship and have passed the requirements shall be awarded a certificate by the local joint committee, attesting to their satisfactory completion of training and recognition as qualified journeymen glaziers or glassworkers. Certificates of completion are available from the registration agency for all apprentices completing their apprenticeship under registered standards.

19. Modification

These national apprenticeship standards may be modified at any time by the National Glaziers and Glassworkers Joint Apprenticeship and Training Committee. Before becoming effective, such modifications shall be submitted to the Bureau of Apprenticeship and Training, U.S. Department of Labor, for approval and registration.

Local apprenticeship standards may be amended at any time by a local joint apprenticeship and training committee, subject to approval by the sponsoring employers and union. Such amendment shall not alter apprenticeship agreements in effect at the time of such change without the expressed consent of all parties to such agreement. All amendments to the local program shall be registered with the appropriate agency.

ADAPTING NATIONAL STANDARDS TO LOCAL USE

1. Local Glaziers and Glassworkers Joint Apprenticeship and Training Committee

a. It is recommended that a local joint apprenticeship and training committee, equally representative of management and labor, be established, which shall be responsible for the administration of the local apprenticeship standards and for coordinating them, where desirable, with the apprenticeship standards of other groups in the community.

b. Where organizations of employers and employees exist, such organizations should each appoint an equal number of their members to serve on the local joint apprenticeship committee.

c. Where no employer or employee organization exists, a committee may be formed in like manner by volunteers who shall agree to carry out the national standards as set forth herein.

d. A representative from the Bureau of Apprenticeship and Training, U. S. Department of Labor, or the State apprenticeship agency, if one exists in the State, is available upon request to attend meetings of the joint apprenticeship committee as adviser and consultant on standards applicable to apprentices, on the development of administrative procedures for the conduct of apprenticeship, and on developing selection standards and procedures consistent with the requirement of title 29, CFR, part 30, or any problem relating to apprentices and apprenticeship.

2. Coverage

It shall be the duty of each local joint apprenticeship and training committee to identify its area of operation and to assume responsibility for the training of all glazier and/or glassworker apprentices by employers with whom the local union has collective bargaining agreements. The local committee shall also encourage all other employers in the area to employ and train apprentices under its apprenticeship program, and any employer who desires to do so may participate in the local program by signifying agreement to the

terms and conditions of training prescribed in the local standards.

3. Duties of Local Committee

The local joint apprenticeship and training committee shall develop local apprenticeship standards consistent with these national standards and cover such items as:

a. Provision for adequate funding of its program through its local collective bargaining agreement.
b. Method of selecting apprenticeship applicants on a nondiscriminatory basis.
c. Schedule of work experience on the job.
d. Progressively increasing schedule of wages for apprentices.
e. Provision for supplemental related instruction.
f. Provision for instruction in safe working habits and accident prevention.
g. Provision for reviewing or testing the apprentice's progress, both on the job and in related instruction.
h. Provision for adjusting complaints regarding apprenticeship.
i. Procedure for providing apprentices with certificates of completion.

It shall be the responsibility of the local committee to:

a. Conduct surveys to determine the need for and the availability of apprentices in the local area.
b. Ascertain whether the contractor undertaking to train apprentices has the necessary facilities to assure effective training.
c. Place each apprentice under agreement. Where the apprentice is indentured to the local joint apprenticeship and training committee, the committee shall make every effort to keep the apprentices continuously employed and assure them of well-rounded training and experience in all phases of the trade by rotating them whenever possible among the various participating employers. Where apprentices are indentured to the employer, and the employer is unable to provide training for them, the local joint apprenticeship and training committee shall exert every effort to place them temporarily with another employer with the understanding that the employer to

whom they are regularly indentured shall have first call on their services when they are able to furnish training for them, subject to approval of the local joint committee.

d. Assure that apprentices are receiving the necessary on-the-job experience and related technical instruction.
e. Notify the appropriate registration agency of all terminations and cancellations of apprenticeship agreements.
f. Prepare and submit all reports concerning its apprenticeship program that may be legally required by local, State, or Federal agencies and the respective national organizations.
g. Supervise the enforcement of all the provisions of the standards.
h. Prepare proposed amendments to the standards for approval by local unions and contractor sponsors.

4. Responsibilities of Apprentices

The local joint apprenticeship committee should impress upon indentured apprentices that in signing the apprenticeship agreement, they voluntarily agree to abide by the provisions of the local standards. It shall inform the apprentices of their responsibilities and obligations under the apprenticeship programs as follows:

a. To perform diligently and faithfully the work of the trade and other pertinent duties as assigned by local joint apprenticeship and training committees and employers in accordance with the provisions of the standards.
b. To respect the property of the employers and abide by the working rules and regulations of the employers and local joint committees.
c. To attend regularly and complete satisfactorily the required hours of supplemental instruction in subjects related to the trade, as provided under the local standards.
d. To maintain such records of work experience and training received on the job and in related instruction as may be required by the local joint apprenticeship and training committee.
e. To develop safe working habits and conduct them-

selves in their work in such manner to assure their own safety, as well as that of their fellow workers.

f. To work for the employer to whom assigned to the completion of their apprenticeship, unless they are reassigned to another employer or their agreement is terminated by the local joint apprenticeship and training committee.

g. To conduct themselves at all times in a credible, ethical, and moral manner, realizing that much time, money, and effort will be spent in affording them an opportunity to become skilled craft workers.

5. Shop Apprenticeship Committee

When a program is too small to have a full-time coordinator or a part-time coordinator, each shop should establish an apprenticeship committee composed of two members—one employer and one journeyman. This committee would be known hereafter as the shop committee.

Duties of the shop committee are:

a. To be responsible for the apprentice receiving on-the- job training in accordance with the standards developed by the local joint apprenticeship and training committee.

b. To assist in solving apprenticeship problems on the job. If a solution cannot be reached, the shop committee shall refer the problems, with pertinent information, to the local joint apprenticeship and training committee.

c. To be responsible for the rating of apprentices periodically from the report submitted by the apprentice and to forward the report to the local joint committee for review.

d. To appear before the local joint committee, when necessary, on apprenticeship problems.

e. In general, to assist and cooperate with the local joint committee at all times in carrying out these standards of apprenticeship.

f. To supervise the apprentices' related instruction course.

6. Filing with the Registration Agency

As soon as the local apprenticeship standards, or any amendment thereto, have been developed and approved by

the sponsoring local groups, the local joint apprenticeship and training committee shall file a copy with the registration agency. The joint committee shall also notify the registration agency of all actions affecting apprentices, such as hires, cancellations, and completions, and furnish any additional information required by Federal or State laws affecting apprentices.

7. Cooperating Agencies

Local joint apprenticeship and training committees may obtain assistance in the formulation and administration of apprenticeship programs from:

a. National Glaziers and Glassworkers Joint Apprenticeship Committee.
b. International Brotherhood of Painters and Allied Trades, AFL-CIO.
c. The Bureau of Apprenticeship and Training, U.S. Department of Labor.
d. State apprenticeship councils, State labor departments, or State industrial commissions.
e. The Division of Vocational Education, U.S. Office of Education, which administers and supervises Federal funds appropriated for apportionment among the States for vocational education. The assistance of State and local boards of vocational education is also available upon request.

FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT OF APPRENTICES

1. Wage Determination Regulations (Federally Financed and Assisted Construction)

The Secretary of Labor, through the Office of the Wage-Hour Administrator of the U.S. Department of Labor, predetermines the prevailing wages for construction mechanics and laborers employed on Federal or federally assisted construction projects. (Details of these regulations will be found in part 1 and part 5, title 29, subtitle A, Code of Federal Regulations, covering labor standard provisions applicable to public contracts.)

Local joint apprenticeship committees should advise all contractors participating in the local apprenticeship program that, in case they are awarded a contract for a federally financed or assisted construction project, their apprentices must be employed under a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor; or if no such recognized agency exists in the State, with the Bureau of Apprenticeship and Training, U.S. Department of Labor; and further, that the apprentices so employed are individually registered with the appropriate registration agency.

2. Wage and Hour Regulations (Ruling Concerning Payment for Time Spent by Apprentices in Related Instruction)

The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage and that no employee (including an apprentice) may be employed for more than 40 hours a week without receiving at least time and one-half of his or her regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are

met: (1) The apprentice is employed under a written apprenticeship agreement or program that substantially meets the basic standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and (2) such time does not involve production work or performance of the apprentice's regular duties. If the above criteria are met, the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

3. Safety and Health Training

The employer shall instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that are in compliance with either the occupational safety and health standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal standards.

4. Equal Employment Opportunity in Apprenticeship and Training (Title 29, Code of Federal Regulations, Part 30, as amended April 8, 1971)

This regulation requires that programs of apprenticeship registered with the U.S. Department of Labor, or with a State apprenticeship agency recognized by the Department as the appropriate registration agency for registering programs for Federal purposes, include in the standards the equal opportunity pledge stated in the regulation. The pledge provides for the recruitment, selection, employment, and training of apprentices during their apprenticeship without discrimination because of race, color religion, national origin, or sex.

The regulation further requires that each apprenticeship program sponsor who employs five or more apprentices adopt an appropriate apprentice selection method and affirmative action plan, including goals and timetables if analysis indicates deficiencies in the utilization of minorities in the program.

Detailed information regarding the application of non-

discrimination requirements under title 29, CFR, part 30, as amended, may be obtained from the Bureau of Apprenticeship and Training, U.S. Department of Labor, or the recognized State apprenticeship agency.

5. Joint Training Funds

Legality of training funds

Training funds for use in defraying the cost of apprenticeship or other training programs to which employers contribute are authorized under the Labor-Management Reporting and Disclosure Act of 1959, which amends section 302 of the Labor-Management Relations Act of 1947.

The National Glaziers and Glassworkers Industry Apprenticeship Training and Journeyman Education Fund

The fund was created for the purpose of providing for the training, education, and retraining of glaziers, glassworkers, apprentices, and journeymen within the glass and glazing industry and to assist the local program to keep abreast of the technological progress and advancements being made in the industry.

The agreement and Declaration of Trust were drawn up on March 22, 1966. Income of the fund is derived from payments made by employers in accordance with their local collective bargaining agreements. Exemption from Federal income taxes under Internal Revenue Code, section 501(c)(3), was granted by the U.S. Treasury Department.

6. Pension Reform Law (as it applies to apprentice training funds)

The Employee Retirement Income Security Act (known as ERISA or the Pension Reform Law) applies to all apprentice training funds. Thus the National Glaziers and Glassworkers Industry Apprenticeship Training and Journeyman Education Fund has registered with the U. S. Department of Labor by filing Form EBS-1. Since the local apprentice training funds are covered by the law, they also must individually file Form EBS-1. Each local fund is required to have a trust agreement. Also each local fund should apply to the Internal Revenue Service for exemption from income taxes as a nonprofit educational fund.

APPENDIX A

TRADE EXPERIENCE SCHEDULES FOR GLAZIERS AND GLASSWORKERS

These schedules are examples of the type of work experience and training considered necessary to develop a skilled and productive worker in the glazing and/or glassworking trades. Within the limits of basic trade requirements, local joint apprenticeship committees will find the schedules sufficiently flexible for adaptation to local conditions, and allocating the approximate hours of work experience.

Within the 6,000-hour apprenticeship term, local joint apprenticeship committees will determine a work schedule sufficiently flexible to permit the apprentice to become a competent craft worker in the following branches of the trade.

1. Glaziers

	Approx. hours
a. Tool equipment, shop training, scaffold, safety measures, first aid, reading of specifications, and field blueprint reading	----
b. Glazing, wood and metal sash, tube doors, partitions, and all other types of openings with, but not limited to, putty, moldings, rubber, plastic, gasket settings, sealants, and mastics	
c. Setting all types of store front installations	----
d. Setting all types of plate glass, prism glass, beveled glass, protective glass, glassweld panels, window glass, mirrors of all types, wire glass, ribbed glass, heat absorbing glass, ground glass, colored glass, figured glass, vitrolite, carrara glass, and all other types of opaque glass, glass chalkboard, tempered glass, and all types of insulating glass units which could be used as a solar energy system, window panels, and similar types of insulated glass, all plastic or other similar materials when used in place of	----

	Approx. hours
glass, to be set or glazed with putty, molding, rubber, gasket settings, sealants, and all types of mastics in wood, iron, aluminum, or sheet metal sash, skylight, doors, frames, stone, wall case, showcases, bookcases, sideboards, partitions, and fixtures, etc., temporary or permanent, on or for building in the course of construction or repair or replacement	
e. Doors, frames, and tube work prefabricated units, fabrication in shop or on job site, setting shower doors, and tub enclosures	----
f. Setting all types of multiple glazed units	----
g. Setting all types of automatic doors, hinges, etc.	----
h. Handling and use of all products associated with glass industry	----
i. Replacement of any and all of the above-named materials	----
j. All types of equipment needed or used to install or replace	----
k. All types of miscellaneous glazing.	----
TOTAL	6,000

2. Glassworkers

a. Economy selection, glass, cutting, packing and warehousing of all types of glass	----
b. Beveling, grinding, hole and notch and polishing of all types of glass, both hand and automatic	----
c. Wood sash glazing, metal frame mirrors, silvering and deposition of other metals on glass, pouring and spray methods, rouge polishing, blocking, examining and scratch polishing on all types of glass and plastics	----
d. Mitre plate glass, engraving and stonecutting, both by hand and automatic	----

	Approx. hours
e. Sandblasting, shipping, designing, and layout on all types of glass	----
f. Cleaning all types of glass and mirrors	----
g. All phases of auto glass, laminating, fabricating, and installation; all phases of fabricating and assembling of weather windows	----
h. Use and care of tools and equipment for all glassworker operations	----
TOTAL	6,000

APPENDIX B
APPRENTICE RECORDKEEPING

To maintain a current record of the progress and ability of apprentices, an accurate recordkeeping system, covering the pertinent points, is essential.

A number of types of recordkeeping systems are in use in different areas. Some systems include a variety of recordkeeping forms—daily, weekly, monthly—as well as a final master chart summarizing the pertinent data recorded during the entire term of apprenticeship.

A simple recordkeeping form used by joint apprenticeship committees in a number of localities is presented on the following pages as an example to those in charge of apprentices in other localities for establishing their own recordkeeping systems. Provision is also made for the verification of hours spent in related instruction.

Samples of other recordkeeping systems may be obtained, upon request, through the field representatives of the Bureau of Apprenticeship and Training, U.S. Department of Labor, or State apprenticeship agencies.

NATIONAL GLAZIERS AND GLASSWORKERS INDUSTRY
APPRENTICESHIP TRAINING AND JOURNEYMAN EDUCATION FUND

HOURS WORKED DAILY AT VARIOUS JOB PROCESSES

MONTH _____ 19____ EMPLOYER'S SIGNATURE _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
A																																
B																																
C																																
D																																
E																																
F																																
G																																
H																																
I																																
J																																
K																																
L																																
M																																

See reverse side of this paper for explanation of lettering key. GRAND TOTAL

WORK PROCESS

	Hours	Grade	Foreman's Signature
1st wk			
2nd wk			
3rd wk			
4th wk			
5th wk			

CLASS ATTENDANCE RECORD

Date	Hours	Grade	Instructor's Signature

Name of shop _____

GRADES: E-Excellent G-Good P-Poor U-Unsatisfactory

Hours Worked Daily at Various Job Processes

Fill in the number of hours worked daily in each space provided and give the total hours at the end of each month. Have your employer sign the blank entitled "Employer's Signature." Below is a suggested chart for the letter symbols on the face of this paper. You should make changes as they are appropriate to your area.

A = Glazing, insulating glass
B = Glazing, wood and metal sash, door and partitions
C = New plate glass setting
D = Replacement of plate glass
E = Setting door frames and metal entrances
F = Automatic door, hinge and closer
G = Store front metal
H = Shower doors and tub enclosures
I = Plate cutting and window glass
J = Fabricating entrances and frames
K = Mirror work
L = Glazing sealants, curtain wall
M = Showcase—new and replacement work

Class Attendance Record

Fill in the hours of class attendance for each day of related instruction and the total number of hours at the end of each month. Have the instructor sign at the end of each month and give the grade.

Work Progress

Fill in the hours of on-the-job training at the end of each week. Have the supervisor sign and enter the grade.

REMEMBER! Regular school attendance and satisfactory progress are required for apprentices. Absence will be cause for disciplinary action or cancellation of apprenticeship.

APPENDIX C
AFFIRMATIVE ACTION PROGRAM

1. Preamble

Our experience indicates that underrepresentation of any group in local apprenticeship programs, where such underrepresentation exists, is due primarily to one or more of the following three causes:

a. A historic pattern of choice favoring other occupations.
b. A lack of information concerning the nature of, and the opportunities within, the craft.
c. The failure of what could be described as our society's total educational system to equip individuals to meet the basic minimum requirements for apprenticeship.

This affirmative action program is designed to achieve equal employment opportunities in local glazier and glassworker apprenticeship training programs by.

a. Assuring continued nondiscrimination.
b. Providing a steady flow of information concerning the nature of the industry's apprenticeship and training program so that it will be clear to all minority groups that selection is based on qualifications alone, without regard to race, color, religion, sex, national origin, or occupationally irrelevant physical handicap.
c. Cooperating with and assisting outreach efforts designed to recruit, prepare, and motivate minority group members for entry into apprenticeship.
d. Continuing with ongoing national preapprentice programs and encouraging local participation in such programs.

2. Analysis of Minority Participation

Upon receipt from the Secretary of Labor, or a person or agency designated by the Secretary, of official Government figures on the numbers and proportion of minorities in its labor market area, the joint apprenticeship and training committee (JATC) shall make a detailed analysis of the employment of minority group workers in the classifications covered by its apprenticeship program to determine the

level of intensity required in the implementation of the detailed steps outlined in part 3 of this program in order to achieve program objectives.

3. **Affirmative Action Procedures for Local Joint Apprenticeship and Training Committees**

(1) Maintain up-to-date printed material to acquaint interested parties or groups with the nature of the work performed within the industry. Such material shall clearly explain the qualifications for entrance into local apprenticeship programs.

(2) Distribute such informational material to the appropriate Bureau of Apprenticeship and Training (BAT) or State apprentice council (SAC) representatives, State employment service offices and, to the extent possible, to secondary school counselors, appropriate community groups, and other interested parties, groups, and organizations, such as those engaged in outreach efforts.

(3) Make available such films and visual aids as are prepared by national bodies associated with the national glazier and glassworker industry.

(4) Arrange for participation whenever possible by JATC members (or other qualified industry representatives) when invited to informational programs such as counselor workshops or school career day activities.

(5) Work with other building trades apprenticeship programs to establish and maintain periodic workshops for school and appropriate employment counselors.

(6) Cooperate and counsel with various school boards concerning the needs of the industry and how the transition from school to work can best be accomplished.

(7) Cooperate with other building trades apprenticeship programs in efforts to secure public service time on radio and TV stations which can effectively reach the minority community.

b. *Selection operation*

(1) Where apprentice applications are accepted periodically rather than on a year-round basis, notifica-

tion of apprenticeship openings shall be made at least 30 days prior to the earliest date for application in the following manner:

(a) The BAT or SAC representative serving the program shall be notified in writing.
(b) In a SAC State, the State supervisor of the BAT shall also receive notice.
(c) The superintendent of schools shall be notified.
(d) All State employment service offices in the training area shall be notified.
(e) Notice will be provided to appropriate outreach organizations, such as Apprenticeship Outreach or LEAP operated in the area by the area building trades council, or responsible and established civil rights groups interested in recruiting, preparing, and motivating minority group members to meet apprenticeship qualifications.
(f) Notice in the form of a press release shall be provided to media known to have minority group readership or listenership.

(2) The selection procedure outlined in the local apprenticeship standards shall be followed uniformly for all applicants regardless of race, color, religion, sex, national origin, or occupationally irrelevant physical handicap. All apprentices shall receive credit for experience, training, and skills on an equal basis.

(3) Graduates of the Brotherhood of Painters and Allied Trades Job Corps Program shall be utilized as a source for available apprenticeship openings. These candidates may be selected directly into available apprenticeship openings without regard to existing eligibility lists or the necessity of passing written tests.

c. *Recruiting, preparing, and motivating minority applicants*

(1) The joint apprenticeship and training committee shall assist or join, as circumstances warrant, in cooperative efforts with other building trades apprenticeship programs and appropriate community groups to develop and maintain an outreach program for recruiting and for such preapprentice train-

ing as minority group individuals may require to enable them to enter the apprenticeship program.

(2) Interested Government agencies and outreach organizations shall be advised of the nature of any tests required under the standards adopted by the JATC to facilitate proper pretest educational efforts.

d. *Internal communication within the industry*

(1) The joint apprenticeship and training committee will inform the local union and participating employer groups of this affirmative action program and of the need to encourage special consideration by journeymen and supervisors.

(2) The committee shall also disseminate information within the industry to acquaint all involved with the objectives of the program to secure maximum cooperation.

In order to achieve the objective of this affirmative action program, the joint apprenticeship and training committee shall alter or supplement the program from time to time as experience dictates.

U.S. DEPARTMENT OF LABOR • Employment and Training Administration
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT
BETWEEN
APPRENTICE AND EMPLOYER

CHECK APPROPRIATE BOX
☐ Veterans on Veterans ☐ Other Veterans ☐ Nonveterans

PRIVACY ACT STATEMENT

The information requested herein is used for apprenticeship program statistical purposes and may not be released to the public without the express permission of the individual apprentice.

Privacy Act of 1974 - P.L. 93-579

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship.

The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29 Code of Federal Regulations, Part 30; and in accordance with the terms and conditions of the (Name of Apprenticeship Standards) _____ which are made a part of this agreement.

The apprentice agrees to be diligent and faithful in learning the trade in accordance with this agreement.

This AGREEMENT may be terminated by mutual consent of the parties, citing reason(s), with notification to the Registration Agency.

NAME OF APPRENTICE (Type or Print)

SIGNATURE OF APPRENTICE

ADDRESS (Number, Street, City, State, ZIP Code)

SIGNATURE OF PARENT OR GUARDIAN

NAME OF EMPLOYER AND ADDRESS (Company)

SIGNATURE OF AUTHORIZED COMPANY OFFICIAL

APPROVED BY JOINT APPRENTICESHIP COMMITTEE

SIGNATURE OF CHAIRPERSON OR SECRETARY | DATE

REGISTERED BY (Name of Registration Agency)

TRAINING DATA

Trade	Apprenticeship Term
Probationary Period	Credit for previous experience
Term remaining	Date apprenticeship begins

TO BE COMPLETED BY THE APPRENTICE

DATE OF BIRTH (Month, Day, Year) ▶

SEX (Check one) ▶ ☐ Male ☐ Female

RACE/ETHNIC GROUP (Check one) ▶
☐ Caucasian/White
☐ Negro/Black
☐ Oriental
☐ American Indian
☐ Spanish American
☐ Information Not Available
☐ Not Elsewhere Classified

HIGHEST EDUCATION LEVEL (Check one) ▶
☐ 8th grade or less
☐ 9th grade or more
☐ 12th grade or more

SIGNATURE OF AUTHORIZED OFFICIAL | DATE (Mo., Day, Yr.)

GPO 000-000

ETA 8-719
Jan. 1978

U.S. DEPARTMENT OF LABOR - Employment and Training Administration
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT BETWEEN APPRENTICE AND JOINT APPRENTICESHIP COMMITTEE

CHECK APPROPRIATE BOX:
☐ Vietnam-era Veteran ☐ Other Veteran ☐ Nonveteran

PRIVACY ACT STATEMENT

The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned apprentice.
Privacy Act of 1974 - P.L. 93-579

THIS AGREEMENT, entered into this *(date)* ..... day of ..... 19 .....

between the parties to *(Name of local apprenticeship standards)* .....

.....

represented by the Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, and

(Name of Apprentice) ....., born *(Month, Day, Year)* .....

..... hereinafter referred to as the APPRENTICE, and (if a minor) *(Name of parent or guardian)* ..... hereinafter referred to as the GUARDIAN.

WITNESSETH THAT:

The Committee agrees to be responsible for the selection, placement, and training of said apprentice in the trade of .....

..... as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work of said trade during the period of apprenticeship, in accordance with the regulations of the Committee. The apprenticeship standards referred to here in are hereby incorporated in and made a part of this agreement.

This AGREEMENT may be terminated by mutual consent of the signatory parties, upon proper notification to the registration agency.

SIGNATURE OF APPRENTICE

ADDRESS *(Number, Street, City, State, ZIP Code)*

SIGNATURE OF PARENT OR GUARDIAN

SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE, CHAIRPERSON

SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE, SECRETARY

NAME OF REGISTRATION AGENCY

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL

DATE *(Month, Day, Year)*

TRAINING DATA	
APPRENTICESHIP TERM	PROBATIONARY PERIOD
CREDIT (By previous trade experience)	TERM REMAINING

TO BE COMPLETED BY THE APPRENTICE

SEX ► *(Check one)*
☐ Male
☐ Female

RACE/ETHNIC GROUP ► *(Check one)*
☐ Caucasian/White
☐ Negro/Black
☐ Oriental
☐ American Indian
☐ Spanish American
☐ Information Not Available
☐ Not Elsewhere Classified

HIGHEST EDUCATION LEVEL ► *(Check one)*
☐ 8th grade or less
☐ 9th grade or more
☐ 12th grade or more

ETA 671-1
Jan. 1976

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REGIONAL OFFICES, BUREAU OF APPRENTICESHIP AND TRAINING

Location	States Served	
Region I JFK Federal Bldg., Room 1001 Government Center Boston, Mass. 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
Region II 1515 Broadway, Room 3731 New York, N.Y. 10036	New Jersey New York	Puerto Rico Virgin Islands
Region III P.O. Box 8796 Philadelphia, Pa. 19101	Delaware Maryland Pennsylvania	Virginia West Virginia
Region IV 1371 Peachtree Street, N.E., Room 700 Atlanta, Ga. 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
Region V Federal Bldg., Room 1, Fourth Floor 230 South Dearborn Street Chicago, Ill. 60604	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
Region VI 555 Griffin Square Bldg. Rm. 858, Griffin and Young Streets Dallas, Tex. 75202	Arkansas Louisiana New Mexico	Oklahoma Texas
Region VII Federal Office Bldg., Room 1100 911 Walnut Street Kansas City, Mo. 64106	Iowa Kansas	Missouri Nebraska
Region VIII Federal Bldg., Room 16440 1961 Stout Street Denver, Colo. 80202	Colorado Montana North Dakota	South Dakota Utah Wyoming
Region IX 450 Golden Gate Avenue, Room 9008 P.O. Box 36017 San Francisco, Calif. 94102	Arizona California	Hawaii Nevada
Region X 3014 Federal Office Bldg. 909 First Ave. Seattle, Wash. 98174	Alaska Idaho	Oregon Washington

STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Apprenticeship Services
Department of Economic Security
P.O. Box 6123
Phoenix, Ariz. 85005

Division of Apprenticeship Standards
Department of Industrial Relations
455 Golden Gate Avenue
P.O. Box 603
San Francisco, Calif. 94102

Colorado Apprenticeship Council
1177 Grant Street
Denver, Colo. 80203

Apprentice Training Division
Labor Department
200 Folly Brook Boulevard
Wethersfield, Conn. 06109

Delaware State Apprenticeship and Training Council
Department of Labor and Industry
618 North Union Street
Wilmington, Del. 19805

District of Columbia Apprenticeship Council
Room 1200
1100 Vermont Avenue, NW
Washington, D.C. 20005

Bureau of Apprenticeship
Florida Department of Commerce
1321 Executive Center Drive
Tallahassee, Fla. 32301

Apprenticeship Division
Department of Labor and Industrial Relations
825 Mililani Street
Honolulu, Hawaii 96813

Apprentice Training Division [1]
Kansas Apprenticeship Council
Department of Labor
401 Topeka Boulevard
Topeka, Kans. 66603

Kentucky State Apprenticeship Council
Capitol Plaza Tower, 12th Floor
Frankfort, Ky. 40601

Division of Apprenticeship
Department of Labor
1001 Land and Natural Resources Bldg.
Baton Rouge, La. 70804

Maine Apprenticeship Council
Department of Labor and Industry
State Office Bldg.
Augusta, Maine 04330

Maryland Apprenticeship and Training Council
Department of Labor and Industry
203 East Baltimore Street
Baltimore, Md. 21202

Division of Apprentice Training
Department of Labor and Industries
State Office Bldg.
Government Center
100 Cambridge Street
Boston, Mass. 02202

Division of Voluntary Apprenticeship
Department of Labor and Industry
Space Center Bldg., 5th Floor
444 Lafayette Road
St. Paul, Minn. 55101

Montana State Apprenticeship Council
Division of Labor Standards
1331 Helena Avenue
Helena, Mont. 59601

Nevada Apprenticeship Council
Department of Labor
Capitol Bldg.
Carson City, Nev. 89701

New Hampshire Apprenticeship Council
Department of Labor
1 Pillsbury Street
Concord, N.H. 03301

New Mexico Apprenticeship Council
Labor and Industrial Commission
1010 National Bldg.
505 Marquette, NW
Albuquerque, N.Mex. 87101

Bureau of Apprentice Training
Department of Labor
The Campus, Bldg. No. 12
Albany, N.Y. 12226

Division of Apprenticeship Training
Department of Labor
Raleigh, N.C. 27602

Ohio State Apprenticeship Council
Department of Industrial Relations
2323 West Fifth Avenue, Room 2290
Columbus, Ohio 43216

Apprenticeship and Training Division
State Office Bldg., Room 466
1400 SW. Fifth Street
Portland, Oreg. 97201

Pennsylvania Apprenticeship and Training Council
Department of Labor and Industry
Labor and Industry Bldg., Room 1547
Harrisburg, Pa. 17120

Apprenticeship Division
Department of Labor
414 Barbosa Avenue
Hato Rey, P.R. 00917

Rhode Island Apprenticeship Council
Department of Labor
235 Promenade Street
Providence, R.I. 02908

Utah Apprenticeship Council
Industrial Commission
431 South Sixth East, Room 225
Salt Lake City, Utah 84102

Vermont Apprenticeship Council
Department of Industrial Relations
State Office Bldg.
Montpelier, Vt. 05602

Division of Apprenticeship Training
Department of Labor and Industry
P.O. Box 1814
Ninth Street Office Bldg., Room 334
Richmond, Va. 23214

Director of Apprenticeship and Training
Department of Labor
Christiansted, St. Croix, V.I. 00820

Apprenticeship Division
Washington State
Department of Labor and Industries
318 East Fourth Avenue
Olympia, Wash. 98504

Division of Apprenticeship and Training
P.O. Box 2209
Madison, Wis. 53701

[1] All agencies, with the exception of Kansas, operate under apprenticeship and/or training laws enacted by the legislature. The agency in Kansas functions under executive order of the Governor.

Certificate of Completion of Apprenticeship

United States Department of Labor

Bureau of Apprenticeship and Training

1776 American Revolution Bicentennial Year 1976

This is to certify that

has completed an apprenticeship in the trade of

under sponsorship of

in accordance with the standards recommended by the

Federal Committee on Apprenticeship

State Commissioner

DEPARTMENT OF LABOR — UNITED STATES OF AMERICA

William H. Kelley

Assistant Secretary for Employment and Training

Employment and Training Administration

United States Department of Labor

Bureau of Apprenticeship and Training

Certificate of Registration

Issued in recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program, in accordance with the standards recommended by the

Federal Committee on Apprenticeship

DEPARTMENT OF LABOR — UNITED STATES OF AMERICA

William H. Kelley